**Arkansas Institutional Research Organization**

**Meeting Minutes**

**Tuesday, November 12, 2019**

The Arkansas Institutional Research Organization met Tuesday, November 12, 2019 in the ADHE Boardroom. AIRO Vice-President Brett Arrington called the meeting to order at 10:00. Approximately 60 AIRO members and ADHE staff were in attendance.

**AIRO BUSINESS**

**Minutes**

* The June 25, 2019 minutes were approved.

**Treasurer’s Report – Rachel Lewis**

* Ending balance reported at last meeting was $20,009.26
* Income of $4,200 was received for 19-20 AIRO membership dues
* Expenses of $629.48 were paid for the last meeting
* Expenses of $1,605 were paid for 2 recipients of the SAIR scholarship
* The current balance is now $21,974.78.

**Officer Elections**

* The annual election of officers was held.
  + Brett Arrington, ATU, assumed the role of President
  + Blake Cannon, PCCUA, was elected Vice-President/President Elect
  + Rachel Lewis, ASUB, was re-elected Treasurer
  + Kim Purdy, NWACC, was re-elected Secretary

**Next Meeting**

* The fall meeting is tentatively planned for March 2020.

**Website Update**

* If you have a go to book or resource we would like to add a list to the resources page.  Please email [webmaster@ark-ir.org](mailto:webmaster@ark-ir.org) with those suggestions.

**ADHE UPDATE**

**Sonia Hazelwood**

* ADHE has moved under the Arkansas Department of Education and they have 3 divisions –
  + Elementary & Secondary Education (DESE)
  + Career & Technical Education (CTE)
  + Higher Education (ADHE)
* Some benefits of the blending of departments
  + Efficiency and process/procedure improvements
  + Data sharing such as streamlining College Going Rate reports
  + Microsoft 365 implementation that will provide access to Power BI (early 2020)
  + Access to staff General Counsel
* AHEIS Update
  + Most files are open for submission with remaining files rolled out soon.
  + Big thanks to test schools, especially ATU, UCA and ASU-Beebe.
  + Data summaries are in development.
  + ADHE will be mailing an updated copy of the AHEIS manual to each institution.
  + Institutional databases are in development and will be migrated from 2006 forward.

**Beth Stewart**

* Discussed calendar updates (will be emailed to institutions)
* Fall 2019 term file submissions are the priority

Notes concerning submissions –

* Do not pad with zeros or nines (skews analytics!)
* System maintenance occurs most evenings and Saturdays
  + Files dropped after 8pm will process at 7am the following day
* Use these codes for high school and colleges –
  + AR9999 is valid again for unknown Arkansas high schools and colleges but it is to be used only when necessary!
  + 960000 for GED graduates
  + 969999 for home school graduates
  + FC9999 for foreign high schools and colleges
  + TC9999 for US Territories high schools and colleges
  + MP9999 for Military transcripts
* A new country code of ‘UNK’ has been created for unknown legal country codes (to be used sparingly)
* Do not save your passwords in your browser. You must enter it every time you access the ADHE server. This is for security purposes!
* Please make sure your validations are correct and you are not just entering data to get the file ‘to pass’. Most of the data fields are collected because of existing Arkansas laws.
* Exception Requests can be made by filling out the request form found in the Resource Folder and emailing the request to [research@adhe.edu](mailto:research@adhe.edu). Please wait for approval before submitting file again.
* Please email submission and validation questions to Beth instead of calling. This provides her with a way to track what problems are occurring.

**Productivity Funding**

* Distribution was approved at the October Coordinating Board meeting.
* Final Rules review of policy changes are scheduled for January.
* Unintended negative consequences are reviewed once a year.
* Model changes are made on a five year schedule.
* Beth will again be visiting campuses that fall under the funding formula. Please call to schedule your meeting. She would like to meet with both administration and IR staff for PF discussions.
* The first run on credentials for next year’s cycle will begin in January.
* The final model run will be sent out approximately 2 weeks before the distribution model is released to allow for any corrections that need to be made.
* The Distribution Model will be presented at the July 2020 Coordinating Board meeting.

**Newcomer’s Workshop**

**Eric Atchison**

An IR Newcomer Workshop was led by Eric Atchison, Vice President for Strategic Research for the ASU System. Eric recently moved to Arkansas from Mississippi. He is an AIR and IPEDS Educator and an adjunct faculty member of Delta State University in Mississippi.

Some of the highlights from the workshop –

* The function of IR is to collect, process , interpret and translate data into useful information
* IR reports to external agencies like IPEDS and ADHE
* IR develops internal reports for enrollment management, assessment, etc
* IR publishes Fact Books and large and short formal reports
  + Fact books are a good way to gain exposure for your office
  + Fact Books are an annual report suitable for a variety of audiences
  + Fact Books potentially make ad hoc reports easier throughout the year
* Familiarize yourself with data sources like IPEDS, Student Clearinghouse, Census Bureau, etc
* Have technical skills to use pivot tables, data warehouses and develop dashboards
* Reporting and communication strategies include –
  + Organizing the data
  + Highlighting the data
  + Showing the data in appropriate graphs, charts and tables
* The future of IR is here!
  + Performance indicators
  + Dashboards
  + Performance based funding
  + Analytics
  + And more!
* Core values of an effective IR office
  + Be data experts
  + Be service oriented
  + Be trusted providers of information
  + Be timely and proactive
  + Be cooperative and collegial
* A good IR professional requires
  + Familiarity with fundamental concepts
  + Technological, technical and analytical skills
  + Research design
  + Sampling procedures
  + Statistics
  + Software applications
  + Familiarity with information resources
  + A team player
  + Networking with
    - campus colleagues
    - state agencies and sister institutions
    - professional colleagues through organizations such as AIR, SAIR and AIRO
  + Professional development

Thank you, Eric, for this workshop to help launch the careers of many IR professional staff in the state of Arkansas!

The next meeting of AIRO is tentatively scheduled for March 2020.

Respectfully submitted –

Kim Purdy

AIRO Secretary

November 13, 2019